

EDITED TASK LISTING

CLASS: SUPERVISING CASEWORK SPECIALIST I, YA

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Supervise casework staff and Senior Youth Correctional Counselors in a Juvenile Justice facility to produce a comprehensive social assessment or develop a comprehensive treatment plan or program using various resources (e.g., Institutions and Camp [I and C] manual section 3000 and 4000, departmental policy, legislative mandates, welfare and institution codes, administrative code Title 15, screening and assessment tools, etc.) under general direction of the Program Administrator.
2.	Assign cases and oversee Casework Specialists providing case management and treatment services to produce comprehensive evaluations and treatment plans using various resources (e.g., I and C manual section 3000 and 4000, departmental policy, legislative mandates, welfare and institution codes, administrative code Title 15, screening and assessment tools, etc.) under general direction of the Program Administrator.
3.	Maintain adherence to casework policies of the Department to produce direct clinical services and comprehensive treatment programs using various resources (e.g., I and C manual section 3000 and 4000, departmental policy, legislative mandates, welfare and institution codes, administrative code Title 15, etc.) in accordance with departmental standards.
4.	Conduct staff meetings to enhance communication amongst multi-disciplinary staff, inform staff of current policies and procedures, train staff, address issues, problem solve, and address and monitor compliance, using various resources (e.g., agendas, policies and procedures, administrative memoranda, in-service training, etc.) under general direction of the Program Administrator.
5.	Train staff, evaluate staff performance and take or recommend appropriate action to produce performance reports, supervisory file notations, commendations, develop skills, and correct deficiencies using various resources (e.g., duty statements, departmental standards, progressive discipline system, departmental training guidelines, etc.) under general direction of the Program Administrator.
6.	Supervise the training of undergraduate and graduate student interns to produce a qualified professional workforce using various resources (e.g., university expectations, program expectations, training resources, clinical supervision, multi-disciplinary training experiences, experiential training, etc.) under the direction of the university internship agreement and expectations.

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7.	Personally perform or supervise research relating to casework to produce evidence and performance based program standards using various resources (e.g., subject matter experts, Internet, articles and publications, Performance based standards data and reports, university and contracted consultants, mental health experts, etc.) under general direction of the Program Administrator.
8.	Participate in staff conferences to mediate conflict resolution amongst staff and between staff and youth and address interpersonal issues related to staff and their ability to perform their duties using various resources (e.g. progressive discipline, conflict resolution process, Employee Assistance Program [EAP], departmental standards and policies, training, etc.) under general direction of the Program Administrator.
9.	Assist in the development of effective casework procedures to ensure compliance with timeframes, treatment documentation, operational structure, program description, and program service hours using various resources (e.g. operational schedules, treatment schedules, I and C section 4000, training, auditing tools, etc.) under general direction of the Program Administrator.
10.	Work with departmental administrators for the purpose of improving policies and procedures as they relate to mental health and casework management using various resources (e.g. task force committees, work groups, subject matter experts, etc.) as directed by departmental administrators.
11.	Coordinate or oversee the presentation of cases before the Juvenile Parole Board to ensure timely appearances, accurate reports, appropriate recommendations, and compliance with the Ward with Disability Program (WDP) using various resources (e.g. section 3000 and 4000 of the I and C manual, departmental policy, legislative mandates, welfare and institution codes, administrative code Title 15, etc.) under general direction of the Program Administrator and Parole Agent III.
12.	Coordinate the screening of youth applicants into special programs or assess treatment needs to ensure comprehensive treatment and appropriate placement or delivery of services using various resources (e.g. mental health referrals and staffing, appropriate screening instruments and tools, departmental policy and procedure, etc.) under general direction of the Program Administrator.
13.	Establish and maintain cooperative working relations with other institution staff members to consult and collaborate in order to provide services to the youth and develop effective treatment plans using various resources (e.g., communication skills, case staffings, case notes, effective use of Information Technology systems, multi-disciplinary resources, treatment plans, etc.) under general direction of the Program Administrator.

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14.	Inform stakeholders of available programs in order to provide education and general information regarding the treatment and institutional programs, mental health services, and client backgrounds using various resources (e.g., tours, pamphlets, presentations, facts sheets, interviews, etc.) under general direction of the Program Administrator.
15.	Prepare reports to communicate casework and programming status or issues, personnel concerns, corrective action plans, health and safety concerns, budgetary status, etc. using various resources (e.g., audit instruments, communication from staff, departmental standards, site specific expectations, proof of practice documentation, etc.) under general direction of the Program Administrator.
16.	Maintain order and supervise the conduct of persons committed to the Department of Corrections and Rehabilitation, Division of Juvenile Justice, to ensure a safe and secure environment using guidelines provided by I and C section 1800 and 7000, under general direction of the Program Administrator.
17.	Prevent escapes and injury by youth to themselves or others and the destruction of property to ensure a safe and secure environment and limit injury and harm using various resources (e.g., I and C section 1800 and 7000, mental health and medical referrals, modified programs, conflict resolution teams, case staffings, enhanced staffing patterns, direct supervision of youth, etc.) under general direction of the Program Administrator.
18.	Maintain security of working areas and work materials to ensure a safe and secure environment using various resources (e.g., health and safety plans and inspections, unit inspections, training, I and C section 1800, etc.) under general direction of the Program Administrator.
19.	Inspects premises and search youth for contraband, such as weapons or illegal drugs to ensure a safe and secure environment using the guidelines provided by I and C section 1800 and 7000, under general direction of the Program Administrator.